



# CITY OF HOUSTON

## Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	MUNICIPAL COURTS MANAGER
3	Posting Number	PN # 102910
4	Department	Municipal Courts Administration
5	Division	Financial Services
6	Section	
7	Reporting Location	1400 Lubbock
8	Workdays & Hours	All days, hours, holidays*
		*Subject to change

9 **DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS**

Directs the management, coordination, implementation, administration and operation of the Phone Bank, Case Initiation, Scanning and Index, Administrative Adjudication, and Residential Permit Sections of the department. Develops and implements relevant management policies, procedures, guidelines and project schedules, reports, charts and graphs. Assists in the design and implementation of special systems, plans and projects. Evaluates adherence to standards and recommends corrective actions where necessary. Will be responsible for making recommendation for disciplinary action. Investigates special problems encountered by employees; responds to calls from the general public that extend beyond the normal scope of subordinates. Provides leadership, guidance, training and advice to subordinates. Performs other duties as assigned. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries.

10 **WORKING CONDITIONS**

The position is physically comfortable; i.e., essentially normal office environment.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelors degree in Business Administration, Accounting, Engineering, or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Seven (7) years of progressive professional experience closely related to the activities of the division, with at least three of the years in a supervisory capacity. Directly related professional experience may be substituted for the education requirement on a year-for-year basis. A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience.

13 **MINIMUM LICENSE REQUIREMENTS**

None

14 **PREFERENCES**

Extensive knowledge of project implementation and project management. Expertise in electronic workflow and new technologies. Excellent oral presentation and writing skills. Ability to prepare, interpret and communicate project reports, information, and instruction.

15 **SELECTION/SKILLS TESTS REQUIRED**

None. However, the department may administer and the applicant must successfully complete a computer skill assessment.

16 **SAFETY IMPACT POSITION**     ☐ Yes    ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 25  
\$1,501 - \$2,080 Biweekly                      \$39,176 - \$54,288 Annually

18 **OPENING DATE**                      February 9, 2005

19 **CLOSING DATE**                      Open Till Filled

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Line phone number (713) 837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

*An equal opportunity employer*